

**Employment Opportunity
Jefferson Park and Recreation**

Associate Director

Open May 2 – June 10, 2016
\$14.00 - \$16.00 Per Hour (DOQ)

Jefferson Park and Recreation is recruiting for an Associate Director to assist in the staffing of Park and Recreation operations and administration.

The Associate Director's primary focus would be:

- Sport and recreation offerings for youth sports ages K – 5/6 (programs outside of the middle school league offerings)
- Staff the office Monday – Thursdays in the afternoon (or evenings) during the school year. Anticipate approximately three hours a day. Hours (time of day for office staffing negotiable and based on need.
- Share in the supervision of evening and week end events
- Anticipate 16 – 20 hours per week total during the school year
- Summer hours negotiable but would be approximately 20 hours a week for the month of August.
- Assist the Director as needed with other aspects of the management of the district (Swimming Pool, Park, Special Events, etc.)

Note: The current Director plans to retire June 30, 2017 and the incumbent in this position may be considered in filling that position. We anticipate there would still be a public recruitment in the spring of 2017.

Minimum Qualifications:

- High School Diploma/GED (Associates Degree or Higher Preferred)
- Coaching, athletic administration experience preferred
- Experience working in a school environment preferred
- Experience and demonstrated ability in providing customer service
- Experience in budget development, management, budget law, audit function preferred
- Experience and or ability to work with elected officials
- Knowledge and or experience with Oregon Public Meeting Laws
- Ability to pass a background investigation

Application Processing:

- Submit signed Cover Letter and Resume by 1PM June 10, 2016 to:
Jefferson Park and Recreation, PO Box 37, Jefferson, OR 97352; drop off at 1298 N. 2nd St (Park Office) Jefferson, OR; email to: bill.linhart@jefferson.k12.or.us
- A Board appointed subcommittee will evaluate application packages to determine who to invite for interviews
- Anticipate Board Interviews the week of June 27
- Begin work August 2016